

<b>MINUTES OF THE BOARD MEETING</b>	
<b>Meeting Date</b>	25 June 2019
<b>Present:</b>	
<b>Board Directors</b>	Andy Dewberry (AD) – Managing Director, Deborah Johnson (DJ), Sanjiv Kohli (SK), Rob Main (RM), Mark Stevenson (MS) – Non-Executive Director and Chairman and Cllr. Tim Wendels (TW).
<b>Company Secretary</b>	Nigel Hill.
<b>Declarations of Interest</b>	Cllr. Tim Wendels referred to his conflict of interest given he was a member of the Council’s Policy & Finance Committee.
<b>Apologies</b>	Apologies for absence were received from John Robinson who was due to attend on behalf of Newark & Sherwood District Council.
<b>Decisions</b>	
<b>Minute No. 58</b> <b><u>Minutes of the Board Meeting held on 20 May 2019</u></b>  <b>Resolution:</b> AGREED these were a true record of the meeting.  In respect of future pipeline activities it was recorded that AD was to engage with the District Council in respect of undertaking a review of all assets held by them which may prove suitable for development.	
<b>Minute No. 59</b> <b><u>Update on Bowbridge Road</u></b>  AD presented to the Board an update report in respect of the Bowbridge Road Development. He advised that a scheme for 82 units was approved by the Council’s Shareholder Committee on 11 June 2019 and this was subject to final approval by the Policy & Finance Committee at their meeting to be held on 27 June 2019 which would then allow the release of equity funding to allow onward progression of works relating to the development. AD added that he was continuing to work on further design iterations and viability assessments which would improve on the 82 unit scheme which had been presented to the Shareholder Committee. The latest design being considered was an 87 unit option which had an improved mix including a number of additional bungalows.	

SK referred to the latest position in respect of the land valuation. He advised that the Council may revert to a RICS land valuation approach which may mean an increase in valuation from the agreed £1.9m to £2.35m. This would impact on the potential returns for the Company albeit the overall return to the Council would remain broadly unchanged. MS referred to the need for future early engagement with the Council in respect of any future land valuations.

AD also provided an update in respect of the various land survey returns, negotiations with Western Power over the 12m electricity cable easement and progress with identifying potential build partners.

MS requested that AD produce a timeline for the Bowbridge Road development with key milestones and procurement route being highlighted for consideration at the next meeting.

***Resolution***

AGREED that the Board notes the progress and future actions in respect of the Bowbridge Road development.

**Minute No. 60**

**Update on Elm Avenue**

EXEMPT MINUTE – See attached appendix

**Minute No. 61**

**Update from the Shareholder Committee**

AD presented a report which advised the Board of the items considered by the Shareholder Committee at their meeting held on 11 June 2019.

In respect of the Company's Interim Business Plan AD reported that the Committee were very supportive and it was confirmed to them that this interim plan set further work relating to the proposed development sites to allow more detailed work to be undertaken relating to the financial metrics and associated staff resources. AD advised that a refreshed Business Plan would be taken back to the Shareholder Committee in December 2019 which would include additional financial detail, would more explicitly highlight the potential synergy between the HRA development programme and the Company's future work stream and would give greater clarity on the future staff resources.

In respect of the Bowbridge Road Business Case AD again reported the Committee were challenging in their approval of the business case. A final business case was to be presented to the Committee at their meeting scheduled in December 2019 which would be based upon a finalised design which would include more detailed financial information and cash flow forecasts. AD reported that following questions concerning the £100k provision for sales and marketing a detailed sales and marketing plan was required to be developed.

***Resolution***

AGREED that the outcomes and further actions required from the Shareholder Committee of 11 June 2019 be noted.

**Minute No. 62****Project Pipeline and Timescales**

AD presented a discussion paper aimed at identifying the current development pipeline and sought to get views and set timescales and an approach to their potential future delivery. The Board considered the importance of certainty for the Company in respect of development sites. For example MS stated that for the Lowfield Lane site it was necessary to agree a valuation and plug in as a confirmed project. It was suggested that the sites be ranked in terms of prospects of being developed which may require AD to undertake some viability appraisals.

AD agreed to do an initial programme based on the current five year delivery plan and he would also write to the District Council advising that the Company had identified these in the delivery plan and request details about availability of these, timeframe for disposal and any known issues with these sites.

The Board also suggested that AD arrange a meeting with appropriate District Council Officers to agree a future process for land valuations.

**Minute No. 63****Treasury Management Strategy**

SK reported that once District Council funding was released to Arkwood these would be held in a Triple AAA rated account with easy access which would be monitored by the Board. He added that he would bring a report on Treasury Management to the next meeting.

**Minute No. 64****Cash Flow**

AD provided an update in respect of the Company cash flow. He advised that the Company were yet to require the £10k release agreed by the District Council given how payments had been managed over the past month which had left an approximate £5k surplus. AD confirmed that work was ongoing with the Council to secure a new financial management system for use by the Company.

**Minute No. 65****Service Level Agreement for Lowfield Lane and Viability Works**

AD presented a draft Service Level Agreement for an options appraisal at Lowfield Lane, Newark. He advised that this was unable to be completed due to the District Council seeking assurances around costs. MS identified the three areas of cost as being managing the site appraisal; surveying costs; and land valuation. This would also equate into the process to be followed under the terms of the Service Level Agreement but it would be for the Council to pay the site survey costs.

**Minute No. 66****Date of next Board Meeting / Future Schedule**

***Resolution***

AGREED that the next meeting of the Board would take place on Monday 22 July 2019 at 4.30pm.

It was suggested that a schedule of future meetings be submitted to the next meeting of the Board.